

GRIEVANCE CHECKLIST

The National Executive Board has created and implemented a process for the administration of grievances. That process, which complies with the Union's arbitration policy expressed in NATCA's standing rules (SRL-1), calls for an assessment of every grievance that could go to arbitration or the Pre-Arbitration Review process. In order to allow for the Regional Vice President and/or his/her designee(s) and the National Office staff to properly review and assess each grievance, it is necessary for each grievance package to contain all of the relevant information. Attached is a checklist that contains information vital to the evaluation of a grievance. If you do not have the particular item on the checklist then please make note of the reason why (missing from file, no witness statements, does not exist, Not Applicable, etc) for every item on the checklist.

Make sure that every box is checked or you have noted why it is not in the package. If the necessary information is not present, the RVP and/or his/her designee(s) will contact you for the information.

Please attach all relevant information to the grievance in the GATS in a manner that complies with the time frames outlined in the Union's internal grievance process. In addition, please retain copies of ***everything*** that you send to the regional level. The "grievance package" should remain at the facility (i.e. all originals) until it is released to the NATCA Advocate.

Date Submitted for Review: _____

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Mandatory Items	In Pkg	Notes
Copy of the Original Grievance	<input type="checkbox"/>	
Letter(s) of Denial	<input type="checkbox"/>	
Letter(s) of Elevation	<input type="checkbox"/>	
Copy of Receipt showing elevation of grievance	<input type="checkbox"/>	
Any and all written documentation related to the alleged violation	<input type="checkbox"/>	
Contact information for all individuals related to grievance: Facility Representative, Harmed Employee(s), Witnesses	<input type="checkbox"/>	
Supporting Documentation		
Article 8 Request to Management	<input type="checkbox"/>	
Management's Response to Article 8 Request	<input type="checkbox"/>	
Formal Grievance	<input type="checkbox"/>	
Formal Grievance Response	<input type="checkbox"/>	
Article/MOU/Contract or Violation Reference	<input type="checkbox"/>	
Copy of violated MOU Reference	<input type="checkbox"/>	
Copy of violated FAA Order Reference	<input type="checkbox"/>	
2 Paragraph description of Grievance	<input type="checkbox"/>	
Desired remedy	<input type="checkbox"/>	
Witness names and statements	<input type="checkbox"/>	
Information Request	<input type="checkbox"/>	
Response to Information Request	<input type="checkbox"/>	
Oral presentation notes /Record of Conversation (if it exists)	<input type="checkbox"/>	
Brief synopsis or catalog of other pertinent written documentation	<input type="checkbox"/>	
Copy of Records Release by Grievant	<input type="checkbox"/>	

PAR Date: _____ Advocate: _____

Settled: Denied: Withdraw: Arbitrate: